Online toolkit available to assist in completing the Student Voice Survey

A toolkit is now available to assist schools and districts successfully conduct the Professional Growth and Effectiveness System (PGES) Student Voice Survey. The toolkit is located on the Student Voice Web page and contains guidance documents, frequently asked questions and sample survey questions.

See Preparing Campus Portal in the toolkit for details about creating student accounts. By Feb. 14, students in grades 3 through 12 who will participate in the survey should test access to their Campus Portal accounts.

In late February, Student Voice specific features will be added to Infinite Campus and the toolkit will be updated intermittently with timely information regarding survey preparation, administration and results.

The timeframe for administration of the 2013-14 survey is March 19 – April 2. All teachers in the statewide PGES pilot are required to participate. In preparation for full implementation of the 2014-15 survey, districts are encouraged to allow all teachers to participate in this year's survey.

People Manager will be primary source for 2013-14 school and district contact updates

In the October 2013 *KSIS and More* newsletter, KDE asked districts to ensure that contact list and role assignments are complete and up-to-date. This task is important as the move continues toward one collection system for contacts.

If you have not reviewed your district contact information, please click here. Contact your district Web apps administrator point-of-contact (WAAPOC) to make any needed corrections and updates in the Web Security Administrator (WSA). District WAAPOCs are identified in the School and District Contacts area of Open House.

Remember, the list includes several new roles including CIITS contact roles to ensure that appropriate staff members in all districts and schools receive important communications. Primary contacts will appear online in Open House; alternate contacts will not appear.

KSIS mid-year training

On Jan. 8, KDE conducted mid-year training for more than 200 registered district staff. Training resources, including the PowerPoint slide presentations, videos, and the question and answer summary document, are available for reference on the KSIS Training Web page.

The Office of Next Generation Learners (ONGL) approved the training content for instructional leadership credit and district employees will receive EILA credit hours for participation. Staff must verify participation by completing the online post-training survey. KDE will close the survey Jan. 31 and electronically transmit certificates to recipients in early February. Please contact Linda Burton at 502-564-2020 ext. 2461 if you have any questions about the survey or EILA credit for this training.

Custom report created to gather data for the special education annual Performance Report, Indicator 11

The Division of Learning Services developed the SpEd Evaluation Detail custom report to help districts gather data to complete the Special Education Annual Performance Report (APR).

The new custom report provides detailed information for Indicator 11, which is timely identification of students with disabilities within 60 school days of parental consent to evaluate.

The report gathers data from several locations within Infinite Campus including the KY Consent form, Conference Summary form (where eligibility information is collected) and the Special Ed fields on the Enrollment tab.

The report pulls information for special education initial evaluations that occurred during the selected calendar year.

The path to this report is IC>KY State Reporting > KDE Reports > SpEd Evaluation Detail.

For additional information, contact Nick Easter at (502) 564-4970 X 4119.

2013 KY Interchange materials available

Many of the December 2013 KY Interchange presenters have posted their presentation materials in Campus Community under the Kentucky Forums.

Presentation materials are available on the following topics:

• SpEd Forms: KY Consent, Conference Summary and IEP
• Attendance Best Practices and Audit Prep
• IC Integration to CIITS
• eTranscripts
• ILPA (Individual Learning Plan Addendum)
• Behavior
• Security Rights Management
• State Reporting Grades
• Advanced Excel Functions with Infinite Campus Data
• Advanced Ad Hoc
• Scheduling for Funding on SAAR
• Adjusted Cohort Graduation Rate and Nonacademic Reports

In addition to downloading the materials, users can subscribe to the forum to receive notifications of updates.

To subscribe to the Kentucky forum, go to the Forum Home page, scroll down to State Specific Information and click on the Subscribe icon for the Kentucky forum.

You can select how you will receive the notifications.

State Specific Information		
Kentucky Kentucky State Reporting and Localization	KY Interchange 2013: SpEd Forms KY Consent,...	Threads: 72 Posts: 124

2013-14 EXPLORE and PLAN data coming soon!

By early February, look for KDE to publish the 2013-14 EXPLORE and PLAN assessment data in Infinite Campus.

This data can help schools identify areas of weakness and guide decisions on changes to improve learning.

These scores will also be on the new Benchmark report.

ACT, Inc. provides EXPLORE and PLAN, which Kentucky public schools administer each September to help students make educational and career plans.

The EXPLORE test is given to all 8th-grade students and the PLAN test is given to all 10th-grade students.

Senate Bill 130 in the 2006 session of the Kentucky General Assembly mandated the administration of EXPLORE and PLAN in Kentucky public schools.

Do you have comments or suggestions for the newsletter? Please contact linda.burton@education.ky.gov,

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ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page here or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

KSIS & More

February 2014

Continuous Instructional Improvement Technology System

Unbridled LEARNING

CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

Did you know?

Using CIITS, results from both Express tests and manually-created tests can be set up to export automatically to the primary teacher's Infinite Campus gradebook. Refer to the CIITS Gradebook Submissions Training Guide for more information.

Reminder: Employee separation and CIITS accounts

All individuals who have a district employment assignment and a valid kyschools.us email address entered in Infinite Campus automatically receive a CIITS user account.

Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: Census > People > District Employment; Census > People > District Assignments. Failure to end date all of the employee's district assignments will result in the individual's CIITS account remaining active.

CIITS global password reset – message to users who have not taken required action

Each CIITS user received notification of the global password reset for CIITS user accounts and a link to reset his/her user account password.

If you have not reset your password, please open the Jan. 10, 2014, message from Pearson Schoolnet and click on the link, provided within the e-mail, to reset and activate your password. To help you locate your email, it was sent from "noreply@schoolnet.com" with subject line "Update your CIITS password."

If you have any questions or concerns, please contact Maritta Horne at 502-564-2020, ext. 2478.

Race to the Top CIITS usage calculations

For individuals with a default role of Staff, Pearson/SchoolNet uses the following business requirements to guide calculations for Race to the Top metrics.

Metric: *Percentage of teachers who create and publish lesson plans through the Continuous Instructional Improvement Technology System (CIITS).*

Requirement: Only users who have the default role of Teacher are included in this metric.

Metric: *Percentage of educators who have used the Assess Admin module to create assessments: a) leadership or teacher default role or b) staff default role with either the Test Item Admin or Assessment Manager custom role assigned.*

Requirement: Only users who a) have a default role of Leadership, Teacher OR b) users who have a default role of Staff AND who have either the Test Item Admin or Assessment Manager custom role assigned are included in the metric.

Metric: *Percentage of educators who have used the School & District Data module to view key performance indicators to create reports to make decisions impacting classroom teaching and learning.*

Requirement: Only users who a) have a default role of Leadership or Teacher OR b) users who have a default role of Staff AND who have the Materials Approver custom role assigned are included in the metric.